

Demonstrate practical activities within a variety of routines, methods and experiences under supervision of teachers where discretion and judgement are required and including:

- Participate in the evaluation of programs and student involvement
- Provide yard assistance support to teachers in accordance with school procedures
- Assist in following up student assignments to ensure work is submitted to required timelines
- Assist with identifying student learning/behaviour problems
- Provide specialist advice, under the supervision of a teacher, to students in relation to handling and the use of materials and equipment eg photography, science experiments, video and audio taping, recording, document preparation on computers and language laboratories
- In consultation with teaching staff, undertake specialist instruction to students in specific areas eg music, languages, dance, drama

Person Specification

Essential requirements

- Qualification in Cert III or Cert IV School Based Education Support
- Previous in-classroom support experience
- Ability to maintain high levels of confidentiality
- Competent interpersonal and demonstrated administrative skills
- Ability to quickly comprehend instructions and respond appropriately
- Ability to work with minimal direction and supervision and analyse and plan approaches to apply effective solutions to a range of problems
- Ability to take responsibility for own outcomes in relation to role requirements and take significant initiative and responsibility to support educational and College outcomes
- Ability to deal effectively with unexpected situations and/or emergencies
- Ability to implement positive and supportive behaviour management procedures and be a good role model for students

Specific Requirements

- Ability to demonstrate practical support for the Catholic Ethos of the College
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Acquire and maintain Catholic Police Clearance to work in Catholic Education SA
- Current Responding to Risks of Harm, Abuse & Neglect – Education and Care certificate
- First Aid certificate (HLTAID012)
- CESA Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk Settings. CESA Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff working in High-Risk Settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy

Desirable requirements

- Previous in-classroom support experience
- Knowledge in the use of SEQTA

Workplace Health & Safety

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must –

- take reasonable care for your own health and safety
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Reference: Division 4, Section 27 and 28 WHS Act 2012.

Performance Review

It is expected that the employee will undertake a Performance Review at a mutually agreed time with the employer as per the Catholic Schools Enterprise Agreement 2020 (as amended).

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.